

REQUEST FOR PROPOSALS

FOR

BOROUGH OF HIGHLANDS, NEW JERSEY

**REAL PROPERTY DATA COLLECTION AND
VERIFICATION SERVICES IN ACCORDANCE WITH
THE ASSESSMENT DEMONSTRATION PROGRAM**

(P.L. 2013, c. 15)

January 1, 2014 through December 31st 2018

REQUEST FOR PROPOSAL

NOTICE IS HEREBY GIVEN that sealed Proposals will be received by the Municipal Clerk of the Borough of Highlands (the "Highlands"), State of New Jersey, on **Friday, November 8, 2013 at 11:00 a.m.** in the Borough Clerks Office of the Highlands, located at 42 Shore Drive, Highlands, NJ 07732.

The annual performance of real property data collection and verification services to cover 20% of all properties annually with all parcels located within the Highlands completed over the five (5) year period between January 1st, 2014 and December 31st, 2018 (also referenced as the "project") awarded as a three (3) year contract with the Borough option of two (2) one (1) year renewal awards.

All requirements associated with the project are set forth in a Request for Proposals package. Such packages may be obtained from the Borough Clerk's Office, 42 Shore Dr., Highlands, NJ 07732, telephone number (732) 872-1224, extension 201, during regular business hours, 8:00 A.M. to 4:00 P.M., Monday through Friday, excluding holidays, or on the Highlands' website at www.highlandsnj.com. Any questions regarding the Request for Proposals should be directed to the Borough's Clerk (Carolyn Cummins) at the telephone number and/or address specified above.

This project shall be awarded through a "fair and open" process pursuant to N.J.S.A. 19:44A-20.4, et seq., to the Contractor whose Proposal is most advantageous to the Municipality, price and other factors considered, in accordance with the review criteria set forth in the Request for Proposals.

All Contractors who submit a Proposal must be able to demonstrate that they are capable of completing the project so that it may be implemented for the 2014 tax year, under the applicable time tables set forth in the Assessment Demonstration Program (P.L. 2013 Ch. 15), which was recently signed into law (S1213, A1591). This is a material and essential component of the project.

The Highlands reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in its judgment will be in the best interest of the Municipality. The Highlands shall award the Contract or reject all submissions no later than sixty (60) days from receipt of same.

By authorization of the Highlands.

ATTENTION ALL VENDORS:

All Vendors must complete, execute and submit the “Documents Checklist” set forth below and include completed and executed versions of all of the enumerated forms/items set forth below in order for their Proposal to be considered complete. All forms/items must be typewritten or written in ink. **ALL SUBMISSIONS MUST INCLUDE ONE (1) ORIGINAL COPY PLUS FIVE (5) COPIES.**

DOCUMENTS CHECKLIST

(Check the box for each document that is enclosed)

Initial each item	(Vendor's initials)
1. Proposals Form to the Highlands	<input type="checkbox"/> _____
2. Non-Collusion Affidavit	<input type="checkbox"/> _____
3. Stockholder Statement of Ownership	<input type="checkbox"/> _____
4. Affirmative Action Questionnaire	<input type="checkbox"/> _____
5. Statement of Qualifications	<input type="checkbox"/> _____
6. Certificate or Consent of Surety	<input type="checkbox"/> _____
7. Exceptions	<input type="checkbox"/> _____
8. No Response Proposal Survey	<input type="checkbox"/> _____
9. Appendix A (to proposed Contract) – Property Class Summary	<input type="checkbox"/> _____
10. Appendix B (to proposed Contract) - List of Supervisors	<input type="checkbox"/> _____
11. Appendix C (to proposed Contract) – Employee Background Release	<input type="checkbox"/> _____
12. Appendix D (to proposed Contract) - Breakdown of Major Tasks	<input type="checkbox"/> _____
13. Appendix E (to proposed Contract) – Schedule of Completion Dates	<input type="checkbox"/> _____
14. Appendix F (to proposed Contract) – Cost Proposal for 5-Year Internal Inspection Plan	<input type="checkbox"/> _____
15. Appendix G (to proposed Contract) – Cost Proposal for Added/Omitted Assessment Inspections	<input type="checkbox"/> _____
16. Appendix H (to proposed Contract) – Cost Proposal for Farmland Assessment Inspections	<input type="checkbox"/> _____

DOCUMENTS CHECKLIST (Continued)

- 17. Listing of Subcontractors* _____

- 18. List of all key employees as of date of Proposal indicating and educational background* _____

- 19. List of current revaluation or reassessment projects under Contract indicating Contract completion date* _____

- 20. List of revaluation and reassessment project Proposals submitted to Municipalities within the past six months* _____

- 21. Copies of Financial Statements from the last two years _____

- 22. If applicable, Vendor's acknowledgment of receipt of any notice(s) or vision(s) or addenda to an advertisement, specifications or Proposal document(s)* _____

- 23. State of NJ Business Registration Certificate* _____

- 24. A statement of whether any litigation involving the firm's performance under a revaluation or reassessment Contract has occurred during the past five years and, if so, explain in detail the nature of such litigation and the results thereof. * _____

- 25. List of revaluations & reassessments performed within the past 5 years, and highlight any such that were performed in Monmouth County.* _____

Name of Corporation, Partnership Entity or Individual

Print Name and Title of Authorized Representative of Entity Signing This Document

Signature of Authorized Representative

Date

NOTES:

- 1. ANY CORRECTIONS, ADDITIONS OR DELETIONS TO THE FORMS PROVIDED SHALL BE INITIALED AND DATED.**

- 2. DOCUMENTS REFERENCED WITH AN ASTERISK (*) ABOVE ARE NOT INCLUDED AS FORMS THAT ARE PART OF THE WITHIN REQUEST FOR PROPOSALS PACKAGE. ALL VENDORS ARE DIRECTED, HOWEVER, TO PROVIDE THEIR RESPONSES TO THESE ITEMS ON A SEPARATE SHEET(S) OF PAPER TO BE INCLUDED WITH THEIR RESPONSE PACKAGE. EACH ITEM MUST BE SIGNED AND DATED BY AN AUTHORIZED REPRESENTATIVE OF THE VENDOR.**

PROPOSAL FORM

HIGHLANDS, NEW JERSEY

REAL PROPERTY DATA COLLECTION AND VERIFICATION SERVICES

2014 through 2018

WITH RESPECT TO THE COLLECTION AND VERIFICATION OF ALL REAL PROPERTY DATA SITUATED WITHIN THE BOUNDARIES OF **HIGHLANDS, NEW JERSEY**:

COMPANY NAME

DOES HEREBY PROPOSE TO UNDERTAKE SAID DATA COLLECTION PROJECT IN ACCORDANCE WITH THE WITHIN SPECIFICATIONS AND PROVISIONS AT A TOTAL COST OF:

DOLLARS

(AMOUNT IN WORDS)

Company

Signature

Print Name

Title

Date

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY:

: ss.

COUNTY OF:

I, _____ of the Municipality of _____ in the County of _____ and the State of New Jersey, of full age, being sworn according to law on my oath depose and say that I am _____ (Title) of the firm of _____ the Vendor making the Proposal for the above named project, and that I executed the said Proposal with full authority so to do; that said Vendor has not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive Proposal submission in connection with the above named project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Borough of Highlands relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the Contract for said project.

Subscribed and sworn to before me

this _____ day of _____, 2013

Notary Public, State of _____

(Signature)

(By)

STATEMENT OF INDIVIDUAL(S) OWNING 10% OR MORE OF STOCK OR INTEREST IN THE VENDOR'S BUSINESS ENTITY

In accordance with N.J.S.A. 52:25-24.2, no corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S Corporation or sole proprietorship, shall be awarded a Contract unless prior to the receipt of the Proposal or accompanying the Proposal of the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S Corporation or sole proprietorship, there is submitted to the BOROUGH OF HIGHLANDS, a statement setting forth the names and addresses of all stockholders who own 10% or more of stock, of any class or of all individual partners who own a 10% or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S Corporation or sole proprietorship. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non corporate stockholder and individual partner, exceeding the 10% ownership criteria established in this act has been listed. This form shall be submitted with the Proposal whether or not a stockholder or partner owns less than 10% of the business submitting the Proposal.

Date: _____ **LEGAL NAME OF VENDOR:** _____

Check which business entity the Vendor is:

Type of Corporations:

- Limited Liability Corporation
- Subchapter S Corporation

Complete if the Vendor is one of the 3 Types of Corporations:

Date Incorporated: _____

Type of Partnerships:

- Limited Partnership
- Limited Liability Partnership

Where Incorporated: _____

Sole Proprietorship

NOTE: If no Stockholder or partner owns 10% or more of the business submitting the Proposal, please sign and date this form.

Signature

Date

Street Address

Municipality State Zip

Telephone No.

Fax

Listed below are the names and addresses of all stockholders or individuals who own ten (10) percent or more of its stock of any classes, or who own ten (10) percent or greater interest herein.

Name

Address

Name

Address

Name

Address

Name

Address

BOROUGH OF HIGHLANDS
NOTICE TO VENDORS
AFFIRMATIVE ACTION REQUIREMENTS
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
PROCUREMENT AND SERVICE CONTRACTS

“Vendors are required to comply with the requirements of P.L. 1975, c. 127” (N.J.A.C. 17:27)

A. ALL VENDORS

1. Within seven (7) days after receipt of notification of intent to award the Contractor receipt of the Contract, whichever is sooner, the successful Vendor must submit one of the following forms of evidence:

a) A Federal Letter of Affirmative Action Plan Approval from the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP). This letter cannot be more than one year old from the date of issuance.

OR

b) A State of New Jersey Certificate of Employee Information Report.

OR

c) A completed Affirmative Action Employee Information Report (Form AA302).

Please note that the Affirmative Action Affidavit for Vendors having less than fifty (50) employees is no longer acceptable.

2. The successful Vendor(s) may obtain the Affirmative Action Employee Information Report (AA302) from the Purchasing Division during normal business hours.

3. The successful Vendor(s) must submit the white and canary copies of the (AA302) Report to the State Affirmative Action Office. The pink copy is submitted to the public agency, and the gold copy is retained by the Vendor.

B. THE FOLLOWING QUESTIONS MUST BE ANSWERED BY ALL PROSPECTIVE VENDORS:

1. Do you have a Federal Letter of Affirmative Action Plan Approval? This letter cannot be more than one year old from the date of issuance.

Yes_____ No_____

a) If yes, please submit a photo copy of such approval. **If no,**

BOROUGH OF HIGHLANDS
NOTICE TO VENDORS
AFFIRMATIVE ACTION REQUIREMENTS
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
PROCUREMENT AND SERVICE CONTRACTS
(Continued)

2. Do you have a State of New Jersey Certificate of Employee Information Report?

Yes _____ No _____

a) If yes, please submit a photo copy of such approval.

If no,

3. Vendors must complete an Affirmative Action Employee Information Report (AA302) obtained from the Purchasing Division during normal business hours.

AFFIRMATIVE ACTION REQUIREMENTS P.L. 1975, c 127 (N.J.A.C. 17:27)

The undersigned Vendor certifies that he/she is aware of the commitment to comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27) and agrees to furnish the required forms of evidence.

The undersigned Vendor further understands that his/her Proposal must be rejected as non-responsive if said Contractor fails to comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27).

Company

Signature

Print Name

Title

Date

BOROUGH OF HIGHLANDS
EXCEPTIONS

In the space below list any/all exceptions to these specifications that you will not be providing.

The **BOROUGH OF HIGHLANDS** reserves the right to accept or reject Proposals and to award the Contract based upon the best interests of the Municipality. If there are NO EXCEPTIONS, state "NONE."

1.

2.

SUBMITTED BY:

(Signature)

(Print Name)

(Title)

DATED:

BOROUGH OF HIGHLANDS
NO RESPONSE PROPOSAL SURVEY

PROPOSAL TITLE: COMPLETE DATA COLLECTION AND VERIFICATION OF ALL REAL
PROPERTIES, AS OF JANUARY 1st 2014 THROUGH DECEMBER 31st, 2018.

If you choose to respond to this Proposal, please write "N/A" on the following line: _____

If you do not choose to respond to this Proposal, please complete the form below:

Name of Company: _____

Reason you did not respond (Check all that apply)

- Cannot supply product or service
- Cannot meet technical specifications
- Cannot meet delivery specifications
- Cannot meet legal requirements (i.e. performance/security/insurance, etc.)
- Cannot provide a competitive price at this time
- Interest in receiving specifications for informational purposes only
- Insufficient lead time to respond
- Other: (Please be specific)

Additional comments:

Signed: (optional) _____

PROJECT SPECIFICATIONS

1B.1 RECEIPT OF PROPOSALS.

1B.1.1 OWNER AND PROJECT.

The Borough of Highlands, Monmouth County, New Jersey (hereinafter the "Highlands") hereby invites responses to this Request for Proposals for the project mentioned herein.

1B.1.2 TIME AND PLACE FOR RECEIPT OF PROPOSALS.

Proposals will be received by the Highlands at the time and place mentioned in the Notice. No Proposals shall be accepted after the time specified.

1B.1.3 INFORMAL PROPOSALS.

The Highlands may consider informal any Proposal not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and/or all Proposals.

1B.1.4 WITHDRAWING PROPOSALS.

Proposals forwarded to the Highlands before the time of opening of Proposals may be withdrawn upon written application of the entity making the Proposal who shall be required to produce evidence showing that he is or represents the principal or principals involved in the Proposal.

1B.2 QUALIFICATIONS.

Each Proposal shall provide documentation of the qualifications of all field personnel and staff members that will be assigned to this project including the number of employees that will be specifically performing the functions of the project. A minimum as well as a maximum number of employees available and qualified to accomplish the work needed is required.

Field personnel shall be subject to a test as outlined in the Contract documented as well as being interviewed by the Assessor, if necessary.

The Proposal shall include evidence as to the ability to comply with the Contract timetable and must include any or all information to demonstrate their ability to provide the services outlined in the attached documents.

1B.2.1 EXPERIENCE AND CAPITAL REQUIRED.

Any firm or entity submitting a Proposal must be experienced in the kind of work required to be performed, have the equipment required and/or have the means to secure it, and have sufficient capital to properly execute the work within the time allowed.

1B.2.2 UNSATISFACTORY PAST PERFORMANCE.

Proposals received from any entity or firm who has previously failed to complete Contracts within the time scheduled therefore, or who have performed similar work in an unsatisfactory manner, may be rejected. Any firm or entity that is or was under a lawsuit in regard to a revaluation or reassessment performed in the past five (5) years shall provide an

explanation as to the circumstances of said lawsuit. Failure to do so may be grounds for rejection of said Proposal.

1B.3 PREVAILING WAGE.

1B.3.1 REQUIREMENTS OF LAW.

If required by law, the Contractor will be required to comply with the provisions of the New Jersey Prevailing Wage Act, Chapter 150 of the Laws of 1963, and any and all statutory requirements of the Local Public Contracts Law.

1B.4 PREPARATION OF PROPOSALS.

1B.4.1 COMPLETION AND SUBMISSION OF PROPOSALS.

Each Proposal must be submitted in accordance with the requirements set forth herein. All prices and amounts must be written in ink or preferably typewritten. All erasures or corrections must be initialed by each signatory to the Proposal. Each Proposal shall be addressed to **Tim Hill, Administrator**, Borough of Highlands, **42 Shore Drive, Highlands NJ 07732** and said envelope shall specify the project for which the Proposal is submitted (i.e., "Data Collection Services") and must be delivered at the place and time designated for receipt of Proposals, as set forth in the Notice, or mailed so as to be received on or before the date and time specified in said Notice.

1B.4.2 ERRORS IN PROPOSALS.

In the event there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern or if between the correct sum of the extended totals and the total Proposal submitted, the correct sum extended total shall govern. Amounts written in words shall govern over the amounts given in numerals.

No remedy provided within the terms of the Contract and specifications shall be deemed to preclude the Highlands from taking any other action, but on the contrary, shall be deemed to be a remedy in addition to any and all other legal or equitable remedies permissible by law.

1B.4.3 TIME FOR AWARD OF CONTRACT.

The Contract shall be awarded or all Proposals therefore rejected within sixty (60) days after the opening of Proposals except where the invitation to Proposal states that the execution of the Contract shall be subject to prior approval or disapproval by a Federal or State agency or department, in which event the Contract shall be awarded or all Proposals therefore rejected within thirty (30) days after the approval or disapproval by such Federal or State agency or department.

The award of the Contract for this work will not be made until the necessary funds have been provided by the Highlands in a lawful manner and State and County Tax Board approval has been received.

1B.5 MODIFICATIONS OF PROPOSALS.

Proposals may be modified by registered mail prior to the stipulated time for opening Proposals as set forth in the Notice; however, Proposals may not be modified within 24 hours of the stipulated opening time.

1B.6 REJECTION OF PROPOSALS.

1B.7.1 The Highlands reserves the right to reject any Proposal that is incomplete pursuant to the “Documents Checklist” contained earlier in this Request for Proposals package, or that takes exceptions to the within Specifications in any material way, or which is not properly executed, or which contains proven misrepresentations or falsehoods. The Highlands also reserves the right to reject all Proposals according to the criteria set forth in the N.J. Local Public Contracts Law, N.J.S.A. 40A:11-1, *et seq.* Any such determinations shall be made in the sole discretion of the Municipality.

1B.7.2 MULTIPLE PROPOSALS NOT ALLOWED.

More than one Proposal from an individual, a firm, or partnership, a corporation, or association of principals under the same names shall not be considered.

1B.7.3 RIGHT TO WAIVE INFORMALITIES RESERVED.

The Municipality expressly reserves the right to waive any informality in any Proposal, and to accept the Proposal which, in the Highlands’s judgment, serves its best interests. The right is also reserved for the Municipality to award the Contract in whole or in part as, in the Highlands’s judgment, it deems appropriate as serving the public interest.

1B.8 APPLICABLE LAWS.

The attention of any firm or entity submitting a Proposal is especially directed to the provisions of the Federal, State, County and Municipal laws, statutes, and regulations that may apply to the work.

1B.9 PAYMENT.

Bills are publicly approved at regular Highlands Council meetings. All bills approved at such meetings are paid by checks that are mailed. No checks may be picked up by the Vendor.

In order for a voucher to be placed on the agenda at said meetings for approval, they must be submitted to the Highlands’s Finance Department, be signed by all the appropriate Highlands officials and be presented to the Chief Financial Officer no later than 10 days prior to the meeting. There are no exceptions to this rule.

1B.10 INDEMNIFICATION AGAINST CLAIMS.

The successful Vendor shall indemnify and save the Highlands, its officials, agents and representatives, harmless from and against any and all suits, claims, actions, or judgments for any injury or damage(s) sustained or alleged to have been sustained by any party or parties by or on account of any act, omission or commission of the Vendor, his, its, or their agents or employees, or any such subcontractor of the Vendor, and in case any such action be brought against the Highlands, the Vendor shall immediately take charge and defend same at his, its, or their own cost and expense. The Highlands may, if it is so desired, defend such action and charge the expense of it to the Vendor.

1B.11 OTHER.

All prices shall be net, including transportation and delivery charges. The Vendor shall guarantee any or all material and services supplied under these specifications. Defective or

inferior items shall be replaced at the expense of the Vendor.

If the person and or firm to whom an award is made shall fail to furnish and deliver the supplies or any item thereof within time specified and allowed the Highlands may cancel as to those supplies which are not furnished and or delivered and may also cancel the remainder of the order and may deduct and retain out of the moneys due, or which may become due to such person or firm from the Highlands, such sum as shall be sufficient to pay the difference between the prices on which the award is made and the prices which the Highlands may or shall be obligated to pay to procure such supplies from other parties, and in addition, usual damages for breach of Contract.

All quotations and Proposals shall be submitted on the Proposal forms attached.

Purchases by the Highlands are exempt from taxation, either State or Municipal and also from Federal taxation, including excise tax, Tax Exemption ID Number 21-6000720.

F.O.B. destination and placement at locations specified by the Highlands.

It is understood by the Vendor that this Proposal is submitted on the basis of specifications prepared by the Highlands and the fact that any Vendor is not familiar with these specifications or conditions will not be accepted as an excuse.

The Vendor shall complete all forms that are referenced in the "Document Checklist" included earlier in this Request for Proposals package. Several of the forms represent appendices that shall be attached to the Contract should the Vendor be authorized to perform the within work.

1B.12 REVIEW OF PROPOSALS.

The following specific factors will be used in reviewing the Proposals and determining which Proposal is most acceptable to the Highlands, price and other factors considered:

- (1) The Vendor's understanding of the scope of work and the completeness of the Vendor's response.
- (2) Experience of the Vendor in similar projects, including but not limited to relative location and scope of projects.
- (3) Education and experience of members of the Vendor who will be assigned to work on this project.
- (4) Ability to perform and complete the project in a timely manner, which includes meeting all delivery deadlines to comply with the Assessment Demonstration Program (P.L. 2013, c.15) in Monmouth County.
- (5) Total compensation to be paid for the specified work, including the Lump Sum Fee for completion of the project and any additional fees specified in relevant Appendices.

A copy of the "Proposal Evaluation Form" to be utilized by the Highlands to evaluate the responses received is attached hereto. The "Possible Points" column set forth in the attached "Proposal Evaluation Form" identifies the weight to be ascribed to each category included as part of the Evaluation Criteria.

Following receipt, Proposals will be evaluated and ranked by a Review Committee consisting of the following Highlands officials: Tim Hill, Stephen Pfeffer, Charles Heck and Bruce W. Padula, Esq. The Review Committee shall determine the number of points to be awarded to each Vendor for each category from the total number that is available per category. A higher number of points indicates that the Vendor's Proposal, per category, is considered to be more advantageous to the Highlands, and a lower number of points is considered to be less advantageous to the Highlands.

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PROPOSAL EVALUATION FORM

Company: _____

Evaluation Criteria	Possible Points	Awarded Points	Remarks of Review Committee
The Vendor's understanding of the scope of work and the completeness of the Vendor's response.	10		
Experience of the Vendor in similar projects, including but not limited to relative location and scope of projects.	15		
Education and experience of members of the Vendor who will be assigned to work on this project.	15		
Ability to perform and complete the project in a timely manner, which includes meeting all delivery deadlines to comply with the Assessment Demonstration Program (S1213, A1591) (P.L. 2013, c.15) in Monmouth County	20		
Total compensation to be paid for the specified work, including the Lump Sum Fee for completion of the project and any additional fees specified in relevant Appendices.	40		
TOTAL	100		

1B.13 FACSIMILE DOCUMENTS SUBMITTED IN A PROPOSAL.

Under no circumstances will the Highlands accept documents requiring original signatures through facsimile machines.

1B.14 CONTRACT.

The successful Vendor agrees that it will sign the Contract that is attached hereto and made a part hereof immediately following the Contract award, and that it will comply with all dates referenced therein.

1B.15 INSURANCE REQUIREMENTS.

Simultaneously with the execution of the Contract, the successful Vendor shall comply with the insurance requirements specified below.

Certificates of liability and worker's compensation insurance satisfactory to the Highlands shall be filed with the Municipality.

The Certificate of Insurance required herein to be provided to the Highlands shall provide that the Municipality be provided with Notice of Cancellation at least ten (10) days prior to cancellation.

The Highlands shall be named an additional named insured party on all insurance policies.

All of the Vendor's insurance shall contain indemnifying and saving harmless the Highlands and its agents from and against any and all liability of whatever nature arising from the work to be performed under the Contract, including attorney's fees and costs in connection with the defense of such claims. The Certification of Insurance furnished by the Vendor shall state specifically that the above indemnification is guaranteed by the policy. Such statement, if not included in the body of the policy, will be typed on the face or back of the certificate.

The minimum amounts of insurance to be carried by the Vendor shall be as follows:

1. WORKER'S COMPENSATION & EMPLOYERS LIABILITY INSURANCE.

The Vendor shall take out and maintain during the life of the Contract adequate worker's compensation and employer's liability insurance for all employees employed in connection with the work, and in case any work is sublet, the Vendor shall require each sub-Contractor similarly to provide worker's compensation and employer's liability insurance for the latter's employees, unless such employees are covered by the protection afforded by the Vendor's insurance.

Coverage A shall be New Jersey Statutory.

Coverage B (Employer's Liability) shall be unlimited as per the New Jersey Worker's Compensation Law.

2. COMPREHENSIVE GENERAL LIABILITY INSURANCE.

Limits shall be a minimum of \$1,000,000 bodily injury per person and \$1,000,000 per occurrence, and \$250,000 property damage coverage. The Certificate of Insurance must indicate coverage at the above limits for:

A. Contractually-indicated on the face of the Certificate as being in accordance

- with the specifications.
- B. Independent Contractors (if any).
- C. Completed Operations.

3. COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE.

Limits shall be a minimum of \$1,000,000 bodily injury per person and \$1,000,000 per occurrence, and \$250,000 for property damage coverage. The Certificate of Insurance must indicate coverage at the above limits for:

- A. Hired Vehicles.
- B. Non-Owned Vehicles.

CERTIFICATE OF INSURANCE MUST INDICATE THAT THE BOROUGH OF HIGHLANDS HAS BEEN NAMED AS AN ADDITIONAL NAMED INSURED FOR THIS CONTRACT.

HIGHLANDSNJ.COM

BOROUGH OF HIGHLANDS
PROPERTY DATA COLLECTION AND VERIFICATION PROGRAM

CONTRACT FOR REAL PROPERTY DATA COLLECTION AND VERIFICATION SERVICES
AS OF JANUARY 1st, 2014 through DECEMBER 31st, 2016, with the option of two (2) one-year
extensions

THE BOROUGH OF HIGHLANDS
a Municipal Corporation of the State of New Jersey
42 Shore Drive,
Highlands, NJ 07732
(hereinafter "Highlands");

AND

(hereinafter the "Company")

1. Program Definitions:

The Company agrees to prepare and execute a complete program for the collection and verification of all data of real properties situated within the confines of the Highlands (as illustrated on the Property Classification Summary attached hereto as Appendix A) with a start date as of January 1st, 2014 and a completion date of December 31st, 2018. Said work shall be performed in accordance with the terms and conditions of this Contract (including the attached Appendices) and the associated Project Specifications, all of which form a part of this Contract.

2. Scope of Services:

- a. The Company agrees to provide services necessary for the collection and verification of all data of real properties situated within the confines of the Highlands.
- b. Work shall be required to commence immediately following the acceptance of this Contract by the Highlands.
- c. The Company must comply with the attached delivery schedule (Appendix E) referring to the Assessment Demonstration Program, which has been signed into law. (P.L. 2013, c.15)

3. Contract Contingencies:

The Company shall not have the authority to vary, alter, amend, or change this Contract, or any part thereof, without the written consent of the Highlands.

The Company shall not have the right to subcontract any portion or function of this Contract, without receiving prior expressed written approval from the Highlands's Assessor.

The Company shall be responsible for any and all work performed by any subcontractors allowed for in this Contract, if any.

4. Conflict of Interest:

No commissioner or employee of the Monmouth County Board of Taxation, no employee of the County of Monmouth, no assessor of a taxing district within Monmouth County and no official or employee of any Municipality within the County of Monmouth shall have any interest, as an officer, stockholder, employee or any other capacity in the Company.

Neither the Company nor any of its members, employees, officers or stockholders shall represent any property owner or taxpayer filing a tax appeal in the County of Monmouth during the term of the Agreement.

5. Company Personnel:

Principals of the Company must include individuals that have at least five (5) years of practical and extensive experience in the collection of data for the purposes of mass appraisal.

Field personnel shall have a minimum of seventy (70) hours of in-service training pertaining to their particular phase of the work. A sufficient number of field personnel shall be provided so as to meet the project completion schedule as approved and other parts of this agreement. At least (or "a minimum of") one of the field personnel shall be designated for commercial properties. The Company shall submit a resume outlining the qualifications of each field personnel assigned to this project.

The Company shall designate a qualified and responsible employee to supervise the operation of the Company's staff for the entire project. (Complete Appendix B) There shall be one (1) supervisor for no more than six (6) field data collectors or part thereof. The supervisor shall have at least five (5) years of experience in mass appraisal work. These designated individuals shall make themselves available to the Highlands's Assessor for consultation throughout the project. Any change of a designated supervisor requires approval of the Highlands's Assessor.

The Company shall either obtain an identification card from the Highlands for each staff member or use its own identification card provided it is approved by the Assessor. This identification tag must be worn at all times on the outside of their clothing. Personnel shall present themselves in a neat and clean manner and shall conduct themselves in a professional and courteous manner. A professional dress code will be enforced. The Company shall instruct all field personnel to avoid unnecessary communication with the residents while conducting inspections. Field personnel should not discuss value, appraisal methodology, etc. but should re-direct all questions to the Highlands's Assessor. Any change in personnel shall be submitted to the Highlands's Assessor.

The Company shall supply the Highlands's Assessor and the Highlands's Police Department with driver's license numbers, vehicle license plate numbers, and make of vehicle or vehicles that will be used by field personnel on this project.

The Company shall require all personnel performing work on this project to authorize a background investigation of its employees by submitting a release as attached to this Contract as Appendix C. This investigation shall include a National Criminal Information Center report (NCIC), driver's license reviews, and police check which shall be at the expense of the company.

Upon written notice to the Company, the Highlands's Assessor may request removal of any person for this project whose work is unsatisfactory, or has conducted him or herself in an

unprofessional manner, or upon the advice and counsel of the Highlands's Police Department.

6. Office Space:

The Company must provide their own office space within a municipality in Monmouth County. The Company must provide a sufficient number of computer lines at their expense, if needed. The Company shall provide all the furniture, equipment, machines, and other items required in connection with this project at its own expense. This also relates to computer equipment for encoding.

The Company shall provide adequate telephone service throughout this project so as to handle any inquires by interested persons at the Company's expense. The phone numbers must be local phone numbers not "main office" numbers or out of state numbers. The Highlands's Assessor shall be provided with a list of telephone numbers being used by Company personnel in order to maintain communications between all parties.

7. Submission of Work:

Periodically throughout this project, as data is collected and verified by the Company's supervisor(s), the Company shall enter the data into the computer system. Said computer system must be compatible with Micro Systems tax assessment software, and must contain MOD IV and CAMA file information for entering and use or must totally converted at the Company's expense and then submit a hard copy of the computerized data to the Highlands's Assessor for his/her review. Any cost relative to this provision is at the exclusive expense of the Company. Said verification of compatibility of system shall be demonstrated before the project is started and signed off by the Highlands's Assessor.

The Company shall include real property identification material on properly labeled individual property record cards in a format acceptable to and approved by the Highlands's Assessor. Distinct property record cards (i.e. color) for each of the four classifications of real property shall be provided.

The information to be entered on the property record card for each property (no matter the class) shall include, but not necessarily be limited to:

- (1) A scaled sketch of the exterior building dimensions;
- (2) Notations of significant building components;
- (3) Land and building characteristics and valuation, including number of units; and
- (4) Identification of the person making the inspection and whether an interior inspection was obtained.

The Company shall be responsible for the data collection and verification of all construction within the designated properties for each year. If a building is under construction at the time of the field investigation, a notation to that effect shall be placed on the computerized appraisal system in order that it can be retrieved in an expeditious manner for further review.

At the discretion of the Highlands's Assessor, the Company shall provide the Highlands's Assessor with completed property record cards filed in sequence by block and lot numbers for all taxable and exempt properties. Property record files shall include all supporting data and documentation.

8. Project Completion; Program Progress Reports:

The parties hereby recognize that completion of the project within a timely manner, is essential. The Company has agreed to complete the project in accordance with the requirements of the

Assessment Demonstration Program (P.L. 2013 c. 15).

On or before the 20th day of each month, the Vendor shall submit a detailed status report and supporting documentation outlining progress made to the Highlands's Assessor until completion and acceptance of the project.

9. Payment Schedule:

The Company has prepared a breakdown of functions to be carried out during this project, which includes the anticipated date(s) of completion of each function and a dollar value associated with each function. This breakdown is attached to this Contract as Appendix D, and is a material part of this Contract. Appendix D shall be the basis for payments.

Billing for payment under this Contract shall be made monthly and must be received by the Highlands on municipal vouchers on or before the first Friday of each month for payment by the end of each month. Payment will be made for work completed in accordance with the performance based payment schedule attached hereto as Appendix D. Billings properly filed and approved shall be processed and payment shall be mailed to the Company if found to be in order and approved.

Payments to be made to the Company under this Contract shall be calculated by applying the appropriate dollar value to the work completed and accepted by the Highlands's Assessor at the end of each payment period. The dollar values to be utilized are outlined in Appendix D of this Contract.

10. Liquidated Damages:

Liquidated damages shall be five hundred dollars (\$500.00) for each calendar day beyond the completion date(s) as set forth in Appendix E that any of the work remains not completed.

The Company shall not be responsible for delays caused by strikes, war catastrophes, acts of God or actions by others not under the jurisdiction of the Company which might stop or delay the progress of work. No other justification or reason for delays of this project is acceptable.

11. Insurance:

The Company shall provide Certificates of Liability and Worker's Compensation insurance providing coverage in accordance with the Municipality's insurance requirements, as set forth in the Project Specifications. Insurance coverage shall indemnify and save harmless the Highlands from any and all liability arising from the Company's work. The Company, at their own expense, should defend any suit which may be brought against the Highlands in connection with, or rising out of the services furnished hereunder.

The Company shall provide comprehensive general liability and automobile liability insurance coverage with the Highlands named as co-insured. Limits of liability for each coverage shall be a minimum of \$1,000,000 per person and \$1,000,000 per occurrence for bodily injury and \$250,000 property damage.

Copies of all insurance policies must be provided to the Highlands prior to the commencement of any work under this Contract.

12. Unsatisfactory Work:

If at any time during the Contract period the quality and/or progress of the Company's work shall not be satisfactory, the Highlands reserves the unilateral right to terminate the Contract upon

thirty (30) days written notice directed to the principal place of business of the Company.

Thereafter, the Highlands shall be responsible only for the reasonable value of the services theretofore rendered, and in no event a sum greater than the ratio of completed work to the whole work contemplated by the Contract.

13. Interpretations of Specifications and Contract:

This Contract shall be construed pursuant to the laws of the State of New Jersey. Any litigation with respect to the interpretation of the terms of this Contract shall be within the sole jurisdiction of the Court of the State of New Jersey.

14. Confidential Nature of Project:

Disclosure of information to any individual, company, or corporation, other than the Highlands's Assessor, the Highlands, or their authorized representatives is expressly prohibited, and if done before conclusion of this project will be considered a violation of the Contract. It is understood that this does not refer to information released under due process of law or the Open Public Records Act.

15. Public Relations:

During the progress of this project, the Company and its employees will endeavor to promote understanding and amicable relations with taxpayers and the general public. The Company and the Highlands will endeavor to orient and educate all interested persons as to the inspection project. Any informational materials shall be presented to the Highlands's Assessor for review prior to release. An initial mailing shall be made, at the company's expense, to all property owners explaining the nature and purpose of the data collection program and setting forth a proposed date for the commencement of inspections in the Highlands.

The employees of the Highlands and the Company shall work together to maintain the full cooperation of all taxpayers by treating each inquiry with courtesy and supplying all possible necessary information within statutory requirements and limits to every interested taxpayer; however, each field enumerator shall be instructed to refrain from discussing with the property owner, tenant, or occupant the possibility of any increase or decrease in the valuation of the real property and/or buildings, since any information is preliminary in nature at this point in the time of the inspection and before finalizing the project. This restriction will be strictly adhered to and any violation will be just cause for the Highlands's Assessor to request that the employee be removed from work on this project.

16. Materials and Information To Be Provided:

The Municipality shall **only** furnish the Company the following:

- a) One (1) large and two (2) small copies of the up-to-date tax map approved by the Director of the State of New Jersey, Division of Taxation or his or her designate indicating the real estate assessment numbering system to assist field enumerators in locating properties; it should be noted that the tax maps may be "conditionally approved" which shall be considered acceptable for use in the valuation process.
- b) An electronic copy of the MOD IV file of current property records for all properties currently listed upon the tax records of the Municipality. This electronic file shall include the block, lot, additional lots, owner's name and address, property location, property classification, if needed.

- c) Letters of introduction to facilitate the Company's access to properties for inspection and data collection purposes.

17. Property Inspection:

At least 14 days prior to any inspections commencing, the Company (at its own expense) shall notify the current owners on file for each property within the Highlands, by mail, that the Company will be conducting inspections of every property within a designated area within the Highlands between a designated timeframe. The letter must state that each property will be subject to an interior and exterior inspection and that there will be no further warning prior to the first inspection of the property. The letter will also state the nature of the inspection and provide contact information of the Company to field any specific questions pertaining to the actual inspection. This said letter must be approved by the Assessor prior to being mailed.

This Contract requires the inspection and verification of 100% of the exteriors and an interior inspection rate of **80%**. Refused entries shall be excluded from the count to arrive at the percentage of fully inspected properties required. A careful inspection of each parcel shall be made after 9:00 a.m. but before 7:00 p.m. on any day, Monday through Saturday. Inspections may be scheduled with taxpayer's any day of the week, including Sunday as long as the taxpayer agrees to the appointment time and day.

If the owner/occupant is not available at the time of the first inspection, a calling card or "door tag" approved by the Highlands's Assessor shall be left in a conspicuous place (not in a mail box) indicating that the field inspector has attempted to visits and request the owner/occupant to arrange for an interior inspection by either calling the telephone number provided or through the Company's internet-based appointment registration website. This card shall include information advising that the assessment data will be estimated as required unless an interior inspection is arranged.

In cases where no entry is possible after two attempts or an owner/occupant refuses to either set an appointment or allow entry to the premises, the Company shall make reasonable estimates of that property listing using standards promulgated by the New Jersey Division of Taxation. In no event shall a card be left requesting the owner/occupant to fill in information. The Company shall notify the Highlands's Assessor in writing of these refusals and estimations by a monthly report.

The Company shall immediately notify the Highlands's Assessor of any properties discovered not to be on the current tax list so as to permit adequate time to place an added/omitted assessment on the property so that all properties properly appear upon the Highlands Tax List.

The type of construction will be recorded by component parts such as, but not necessarily limited to, foundation, basement area, wall construction, roof, floors, interior finish, heating system, fireplaces, plumbing, fixtures, number of rooms, actual and effective age, physical condition, physical, functional and economic depreciation and/or appreciation, if applicable, general quality of construction.

Each property data enumerator shall record the name or code of the person making the inspection and the date of the inspection as well as the signature of the occupant verifying that an interior inspection has been conducted. Actual interior inspection of all structure on the property is required and at no time shall the property owner's description be accepted in lieu of inspection. The signature of the party present at the time of inspection shall be requested and be a part of the inspection documentation.

All properties within the Highlands must be inspected, measured and sketched, regardless of the

class.

Field work activities shall be electronically forwarded weekly to the Highlands's Assessor's Office for review and acceptance. Upon completion of a review by the Municipality's Assessor, should discrepancies appear in the Company's listings, the Company shall make the necessary corrections at its own expense.

The format of the property record data collection card shall be as indicated on the Monmouth County System (MOD IV and CAMA). The Assessor may make random spot checks throughout the Municipality to verify that inspections are being conducted in the appropriate manner. The Highlands's Assessor or his designee may accompany Company employees at any time during field inspections.

18. Computer Requirements:

The data collection of all properties must be computer generated so that the data can be integrated into the computer mass appraisal system (CAMA). Compatibility of any computer system used in the process of accomplishing this revaluation must be demonstrated prior to the awarding of this Contract. The Highlands currently uses and will continue to use Micro Systems-NJ tax assessment software.

It shall be the Company's exclusive responsibility to ensure compatible and actual operation of any computer system that the Company may use.

The Real Property Appraisal Manual of New Jersey, Third Edition, Volumes I and II and any updates must be computerized for the purpose of generating computer data files for residential and commercial properties.

No distribution of any materials, with the exception of the MOD IV tape as required by the state, shall be permitted.

19. Digital Photography:

New digital photographs will be taken by the Company, at its own expense, for all properties (no matter the class). Using the Monmouth County photo naming convention for file indexing, said photographs shall be properly and correctly identified using a digital, color camera and shall be prepared using equipment that allows for the inclusion of the date and filename on each photograph. Photographs shall be attached to the MOD IV and CAMA files for each property. Additionally residential or commercial structures on the same parcel shall be separately photographed.

20. Residential Data Collection:

For the appraisal of residential properties, the Third Edition of the New Jersey Real Property Appraisal Manual shall be utilized. Residential schedules shall contain all variations of all types of wall construction, roofs, floors, heating, air-conditioning, plumbing, fireplaces, interior finish, finished attics, dormers, finished basements, built-ins, multi-family homes, decks, patios, porches, piers and garages.

Physical, functional and economic depreciation and/or appreciation observed by any data collector must be recorded separately on the data file *and explained in writing for each property.*

21. Commercial, Industrial and Apartment Data Collection:

For the appraisal of commercial, industrial and apartment properties, the Third Edition of the New Jersey Real Property Appraisal Manual shall be utilized when finalizing the value using the cost approach.

Site improvements such as fencing, lighting, docks, and paving are to be recorded as accessory items.

Physical, functional, and economic depreciation and/or appreciation observed by an enumerator must be recorded separately on the data file *and explained in writing for each property when applicable*.

22. Records and Computations to Become Property of Municipality:

On an annual basis, upon conclusion of all property inspections and acceptable revisions, the Company shall meet with the Assessor to finalize all aspects of this project. The purpose of this meeting shall be to transmit to the custody of the Assessor the original of all records and computations of the Company pertaining to any data collection of property in the Highlands if not previously requested and received. No material shall be retained by the Company. These records shall include, but not necessarily be limited to:

- (1) Written statements to the public or group concerning the nature of the project;
- (2) Any letter or memoranda to individuals or groups explaining methods used in the appraisal of property;
- (3) Data processing information pertaining to the format of the computer systems used in the project;
- (4) Pictures of properties as required by this Contract;
- (5) Computer tapes containing property data files which will produce the Highlands's Assessor's records to be used in the development of the certified tax list. These tapes shall be in a format consistent with the New Jersey Property Tax System MOD IV; and
- (6) Any other records pertaining to the revaluation program or computer programs.

23. Cost Proposal for 5-Year Internal Inspection Plan (3-year award with 2 1-year options):

Within the Assessment Demonstration Program (P.L. 2013, c. 15), and in accordance with the implementation schedule promulgated by the Monmouth County Board of Taxation with the consent of the New Jersey Division of Taxation, a program for "Annual Qualified Reassessment to 100% of market value" supported by a five (5) year program for the annual internal inspection of twenty (20%) percent of all parcels shall be established. Accordingly, please provide the cost of data collection and data verification via internal inspection. Unless authorized by the Highlands's Assessor, the requirements of the "5-year 20% internal inspections program" as associated with "Annual Qualified Reassessment" shall be the same as that which is required for revaluation firms under NJAC 18:12-4.8 as it pertains to internal inspections and digital photography. Accordingly, the Company has attached a schedule of fees relating to the same (Appendix F).

24. Affirmative Action:

The parties to this agreement agree to incorporate into this agreement the mandatory language of subsection 3.4(a) of the Regulations promulgated by the New Jersey State Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time, and the Company or subcontractor agrees to comply fully with the terms, provisions, and obligations of said subsection 3.4(a), provided that said subsection shall be applied subject to the terms of subsection 3.4(d) of said Regulations.

The parties agree to further incorporate into this agreement the mandatory language of subsections 7.4(a) and (b) of Regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time, and the Company or subcontractor agrees to comply fully with the terms, provisions, and obligations of said subsections 7.4(a) and (b).

The Company shall execute and comply with all requirements contained in the Affirmative Action Affidavit attached hereto as Appendix H, which shall be incorporated herein by reference. The Company shall submit a copy of its Certificate of Employee Information Report or Form AA-302 (Initial Employee Information Report) prior to any payments being made under this Agreement.

The parties, for themselves, their heirs, executors, administrators, successors, or assigns, hereby agree to the full performance of the covenants herein contained.

25. Americans With Disabilities Act of 1990:

The Company shall execute the "Americans With Disabilities Act of 1990" Certification attached hereto as Appendix I, which shall be incorporated herein by reference.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year written below.

ATTEST CLERK/WITNESS
HIGHLANDS

BOROUGH OF

CAROLYN CUMMINGS, HIGHLANDS
BOROUGH CLERK

BY: _____
MAYOR FRANK NOLAN

DATE: _____

Witnessed By:

(NAME OF COMPANY)

(Print Name)

BY: _____
(Print Name)

(Print Title)

(Print Title)

DATE: _____

APPENDIX A
BOROUGH OF HIGHLANDS
PROPERTY CLASSIFICATION SUMMARY
2013

<u>CLASS PROPERTY CLASSIFICATION</u>	<u>NUMBER OF LINE ITEMS</u>
1 VACANT LAND	160
2 RESIDENTIAL (4 FAMILY OR LESS)	2243*
3A FARM REGULAR	0
3B FARM QUALIFIED	0
4A COMMERCIAL	96*
4B INDUSTRIAL	0*
4C APARTMENTS/MULTI FAMILY	9*
15A EXEMPT PUBLIC SCHOOL	6
15B EXEMPT OTHER SCHOOL	0*
15C EXEMPT PUBLIC PROPERTY	57
15D EXEMPT CHARITABLE	6*
15E EXEMPT CEMETERIES	2
15F EXEMPT MISC.	37*
	2,616
	(See Note 1 Below)
TOTAL	<u>2,616</u>

NOTES:

1. **FOR ACCOUNTING PURPOSES RELATED TO PROPERTIES SUBJECT TO PILOT AGREEMENTS, 316 PROPERTIES REFERENCED ABOVE HAVE DUPLICATE LINE ITEM LISTINGS. THE DUPLICATE LINE ITEMS HAVE BEEN INCORPORATED INTO THE NUMERALS REFERENCED WITH AN ASTERISK (*). THE TOTAL COUNT OF PROPERTIES WITHIN THE BOROUGH OF HIGHLANDS IS 4,542. THEREFORE, THE CONTRACT PRICE SHALL BE BASED UPON THE 4,542 ACTUAL PROPERTIES.**
2. **THE CONSOLIDATION OF ANY LINE ITEMS REQUIRED BY THE ASSESSOR WILL NOT BE USED TO ADJUST SAID PRICE AFTER THE EXECUTION OF THIS AGREEMENT.**

COMPANY _____

SIGNATURE _____

PRINT NAME _____

TITLE _____

DATE _____

APPENDIX B

BOROUGH OF HIGHLANDS

**LIST OF SUPERVISOR(S) TO BE RESPONSIBLE (IN CHARGE) OF ENTIRE PROJECT*
(PROVIDE SEPARATE SHEET, IF NEEDED)**



*NOTE: NO CHANGE IS TO BE MADE WITHOUT PRIOR APPROVAL FROM ASSESSOR
(REQUEST AND APPROVAL IN WRITING.)

COMPANY _____

SIGNATURE _____

PRINT NAME _____

TITLE _____

DATE _____

APPENDIX C

(TO BE SUBMITTED ONLY UPON AWARD OF CONTRACT)

BOROUGH OF HIGHLANDS

BACKGROUND INVESTIGATION RELEASE

POLICE DEPARTMENT CONSENT FORM

The undersigned hereby authorized the Borough of Highlands or any of their agents, representatives, or employees to obtain information concerning my personal background, including my driving record or any criminal record I may have, whether by utilizing the resources of the Federal and State governments (including but not limited to the NCIC and SCIC computer networks) or any other investigative sources.

NAME (PLEASE PRINT OR TYPE)

DRIVER LICENSE NUMBER

SIGNATURE

WITNESS

APPENDIX D

BOROUGH OF HIGHLANDS

BREAKDOWN OF MAJOR TASKS OF INSPECTION PROJECT FURTHER BREAKDOWN OF
PAYMENT SCHEDULES

PROJECT TASK	TASK PERCENTAGE OF PROJECT (ROUNDED)	PERCENT OVERALL DOLLAR VALUE CONTRACT	PAYMENT DOLLAR VALUE OF CONTRACT	ANTICIPATED COMPLETION DATE(S)
1. PLANNING & ORGANIZATION			\$ /MO.	
2. DATA COLLECTION A. RESIDENTIAL B. VACANT LAND/ COMMERCIAL INDUSTRIAL/APARTMENTS EXEMPT PROPERTIES C. FARM PROPERTIES				

NOTES:

1. CONTRACT PRICE TO BE BROKEN DOWN BASED ON THE PERCENTAGES NOTED.
3. COMPANY TO COMPLETE APPENDIX D BASED ON CONTRACT PRICE.
4. APPENDIX D TO BE APPROVED BY THE BOROUGH OF HIGHLANDS'S ASSESSOR BEFORE ACCEPTANCE OF CONTRACT.

COMPANY _____

SIGNATURE _____

PRINT NAME _____

TITLE _____

DATE _____

APPENDIX E

BOROUGH OF HIGHLANDS

**SCHEDULE OF COMPLETION AS PER THE REQUIREMENTS OF THE ASSESSMENT
DEMONSTRATION PROGRAM
S1213-A1591 (P.L. 2013, c.15)**

ASSESSMENT FUNCTION

DUE DATE

Assessing Date	October 1, 2014
Revaluation Completion	October 23, 2014
Preliminary Assessments Certified to County Board; Post all PRC's to County Website	November 1, 2014
Revaluation Assessment Notice Mailed	November 1, 2014
Taxpayer Review Hearings Completed	On or before November 30, 2014
Postcards Mailed (includes all hearing revisions)	On or before December 1, 2014

COMPANY _____

SIGNATURE _____

PRINT NAME _____

TITLE _____

DATE _____

APPENDIX F

**BOROUGH OF HIGHLANDS
COST PROPOSAL FOR 5-YEAR INTERNAL INSPECTION PLAN**

Within the Assessment Demonstration Program (P.L. 2013, c. 15), and in accordance with the implementation schedule promulgated by the Monmouth County Board of Taxation with the consent of the New Jersey Division of Taxation, a program for “Annual Qualified Reassessment to 100% of market value” supported by a five (5) year program for the annual internal inspection of twenty (20%) percent of all parcels shall be established. Accordingly, please provide the cost of data collection and data verification via internal inspection. Unless stated within this agreement, or through written approval of the Borough of Highlands Assessor, the requirements of the “5-year 20% internal inspections program” as associated with “Annual Qualified Reassessment” shall be the same as that which is required for revaluation firms under NJAC 18:12-4.8 as it pertains to internal inspections and digital photography.

CLASS

1	VACANT LAND	\$_____ PER PARCEL
2	RESIDENTIAL (4 FAMILY OR LESS)	\$_____ PER PARCEL
3A	FARM QUALIFIED	\$_____ PER PARCEL
3B	FARM REGULAR	\$_____ PER PARCEL
4A	COMMERCIAL	\$_____ PER PARCEL
4B	INDUSTRIAL	\$_____ PER PARCEL
4C	APARTMENTS	\$_____ PER PARCEL
15A	EXEMPT PUBLIC SCHOOL	\$_____ PER PARCEL
15B	EXEMPT OTHER SCHOOL	\$_____ PER PARCEL
15C	EXEMPT PUBLIC PROPERTY	\$_____ PER PARCEL
15D	EXEMPT CHARITABLE	\$_____ PER PARCEL
15E	EXEMPT CEMETERIES	\$_____ PER PARCEL
15F	EXEMPT MISC.	\$_____ PER PARCEL

COMPANY _____

SIGNATURE _____

PRINT NAME _____

TITLE _____

DATE _____

APPENDIX G

**BOROUGH OF HIGHLANDS
COST SUMMARY FOR ADDED/OMITTED ASSESSMENT INSPECTION SERVICES**

For municipalities that have implemented an internal inspection program in accordance with the Assessment Demonstration Program (P.L. 2013, c. 15) the Borough of Highlands may also seek property inspections in support of the Added /Omitted Assessment process. Accordingly, please provide the cost of inspection and data collection associated with Added/Omitted Assessments.

CLASS

1	VACANT LAND	\$_____ PER PARCEL
2	RESIDENTIAL (4 FAMILY OR LESS)	\$_____ PER PARCEL
3A	FARM QUALIFIED	\$_____ PER PARCEL
3B	FARM REGULAR	\$_____ PER PARCEL
4A	COMMERCIAL	\$_____ PER PARCEL
4B	INDUSTRIAL	\$_____ PER PARCEL
4C	APARTMENTS	\$_____ PER PARCEL
15A	EXEMPT PUBLIC SCHOOL	\$_____ PER PARCEL
15B	EXEMPT OTHER SCHOOL	\$_____ PER PARCEL
15C	EXEMPT PUBLIC PROPERTY	\$_____ PER PARCEL
15D	EXEMPT CHARITABLE	\$_____ PER PARCEL
15E	EXEMPT CEMETERIES	\$_____ PER PARCEL
15F	EXEMPT MISC.	\$_____ PER PARCEL

- All inspections require digital photography date-stamped and encoded with the parcel identification in accordance with the Monmouth County indexing convention.

COMPANY _____

SIGNATURE _____

PRINT NAME _____

TITLE _____

DATE _____

APPENDIX H

**BOROUGH OF HIGHLANDS
COST SUMMARY FARMLAND ASSESSMENT INSPECTION SERVICES**

For municipalities that have implemented an internal inspection program in accordance with the Assessment Demonstration Program (P.L. 2013, c. 15) the Borough of Highlands may also seek property inspections in support of the Farmland Assessment Act. Accordingly, please provide the cost of inspection and data collection associated with Farmland Assessments.

CLASS

3A FARM QUALIFIED \$ _____ PER PARCEL

- All inspections require digital photography date-stamped and encoded with the parcel identification in accordance with the Monmouth County indexing convention.

COMPANY _____
SIGNATURE _____
PRINT NAME _____
TITLE _____
DATE _____